



Iowa Department of Human Services

Terry E. Branstad
Governor

Kim Reynolds
Lt. Governor

Charles M. Palmer
Director

November 17, 2014

Deborah Davis
857 Berkley Place
Dubuque, IA 52001

Dear Child Care Provider,

This letter is in regards to the 11/17/14 compliance check of your Level B, Registered Child Development Home. Iowa Code Chapter 237A and 441 Iowa Administrative Code, Chapter 110, describes specific requirements that must be met by a Registered Child Development Home. The following areas were out of compliance at the time of my visit:

- ☐ 110.4 No more children are in care than the rules for the specific category will allow.
- ☐ 110.9(1) SPECIFIC REQUIREMENTS FOR CHILD DEVELOPMENT HOME CATEGORY "B"
- ☐ 110.9(1)a Not more than six preschool children present at any one time including infants.
- ☐ 110.9(1)d Not more than two children who are receiving care on a part-time basis at any one time.

In reviewing the files you provided that you do have only one out of 9 who is school age. School age is considered Kindergarten. I addressed this in my letter dated 7/17/13. You were within numbers at the time of my visit. When I return, I will be asking to see your part time hours. I have requested that CCRR to send you a sheet to keep track of the hours.

- ☐ 110.5(1) Conditions in the home are safe, sanitary, and free of hazards.
- ☐ 110.5(1)j Emergency and disaster plans for fire and tornado are written and posted by primary and secondary exits. **You need to add a sign to the front door as this is your second exit from the main level.**
- ☐ 110.5(8) Children's Files. **I am enclosing a copy of the sheet that identifies which children are missing what items. When I reviewed your files, I found files that the parents have not reviewed going back to 2008. On 7/17/13, you signed a statement that you had completed all the required updates. That was not done. This is grounds to revoke you. You have 7 out of 9 files that need to be updated.**
- ☐ 110.5(8) An individual file is maintained for each child and updated annually or when there are changes. Each file contains:
 - ☐ 110.5(8)a Identifying information including, at a minimum, the child's name, birth date, parent's name, address, telephone number, special needs of the child and the parent's work address and telephone number.
 - ☐ 110.5(8)b Emergency information including where the parent can be reached, the name, street address, city and telephone of the child's regular doctor, and the name number, telephone number, and relationship to the child of another adult available in case of emergency.
 - ☐ 110.5(8)c A signed medical consent from the parent authorizing emergency treatment.

- ☐ 110.5(8)d For infants and preschoolers: An admission physical examination, on the first day of attendance, including past health history, status of present health, allergies and restrictive conditions, and recommendations for continued care when necessary. The date of the exam is not more than 12 months before the child's first day of attendance.
- ☐ 110.5(8)e For infants and preschoolers: A statement of health signed by a physician submitted annually.
- ☐ 110.5(8)e For school aged children: An annual statement of health condition signed by the parent or legal guardian, annually from date of admission physical.
- ☐ 110.5(8)f A list signed by the parent which names persons authorized to pick up the child, their telephone number, and relationship to the child.
- ☐ 110.5(8)g A signed and dated immunization certificate provided by the state department of public health.
- ☐ 110.5(8)i Written permission from the parent(s) for their child to attend activities away from the child development home. It must include times of arrival and departure, destination, and person(s) responsible for the child. **This is only needed if you are doing activities outside the home.**

Non-compliance with any of the mandated regulatory requirements listed above may lead to the cancellation or revocation of your Child Development Home Registration. **Please take whatever steps are necessary to completely address each of the violations noted above. It is essential you correct all above-mentioned violations by 1/2/15.**

☐ Based on the items out of compliance listed above, you will be required to have a recheck or follow up visit to your home. This visit will occur after the 45 day time period has elapsed.

Sincerely,

Glenda Currier

Glenda Currier, SW II, Childcare Specialist, gcurrie@dhs.state.ia.us

563/557-8251 or 690-5422 ext. 422 800/650-6361 for long distance only Fax: 563/557-9177

MACHELLE PEZLEY

Machelle Pezley

Social Work Supervisor

Always Remember:

Child Care Resource and Referral is an excellent resource for providers to access training options and support in your area. You can contact Child Care Resource and Referral.

For Dubuque County: CCRR 2728 Asbury Rd, Atrium Building, Dubuque, IA 52001

563-557-1628 or 866-296-5331, fax 563-582-5572

Cherie Kennedy: cherie.kennedy@episervice.org Child Care Consultant, CCRR

Kacey Wiest: kacey.wiest@episervice.org Child Care Consultant, CCRR

Tara Roddick: tara.roddick@episervice.org Child Care Consultant/Supervisor, CCRR

Stephanie VanGroll: Stephanie.vangroll@episervice.org Child Care Consultant, CCRR

Michael McMahon, Fire Marshal: 563/589-4195 mmcmahon@cityofdubuque.org Dubuque Fire Department

As you plan your future trainings to meet your 24 hours of training requirement, please remember that you need to use only DHS approved training and only 12 hours can be by self-study. You can access the approved training by going to http://www.dhs.state.ia.us/Consumers/Child_Care/Professional_Development.html and you can sign up for training at <https://ccmis.dhs.state.ia.us/trainingregistry/>

All providers need to maintain compliance with rules set out in Iowa Administrative Code, Chapter 110, which includes: 441 IAC 110.5(1): Check with the appropriate authorities to determine how the following local, state, or federal laws apply to you: • Zoning code • Building code • Fire code • Business license • State and federal income tax • Unemployment insurance • Worker's Compensation • Minimum wage and hour requirements • OSHA • Americans with Disabilities Act (ADA).